



AVONDALE
COLLEGE



ATTENDANCE

INFORMATION

T: (09) 820 1071

E: absences@avcol.school.nz



At Avondale College, we deliver an attendance service that is both supportive and helpful to ensure regular attendance of our students. We support a home-to-school partnership that thrives on good communication and engagement with whānau and families. In turn this fosters positive student attendance and achievement.

For more information visit us in the Attendance Station. We are situated in E Block.

Christina Esau-Elu

ATTENDANCE OFFICER

E: absences@avcol.school.nz

T: 09 820 1071

ATTENDING SCHOOL

Attendance is a shared responsibility between schools and whānau. Until the age of 16 students are legally required to attend school every day. There is a clear connection between attendance and both student wellbeing and academic outcomes.

The Ministry of Education measures student attendance under four attendance categories:

REGULAR ATTENDANCE

Students with over 90% attendance (missing fewer than five days of school in a term)

IRREGULAR ABSENCE

Students with more than 80% and up to 90% attendance (missing 5 – 9 days of school in a term)

MODERATE ABSENCE

Students with more than 70% and up to 80% attendance (missing 10 – 14 days of school in a term)

CHRONIC ABSENCE

Students with 70% attendance or less (missing 15 days or more of school in a term)

THE SCHOOL DAY

Students are expected to be at school on the following days and times:

	Monday	Tuesday	Wednesday	Thursday	Friday
School starts	8:55am	8:55am	9:15am (No Homeroom)	8:55am	8:55am
School finishes	3:20pm	3:15pm	3:15pm	3:15pm	3:15pm

"Students who are absent one week of school each term have missed more than a whole year of learning by the time they are 16 years old."

ABSENCES

Absences can either be **Justified** or **Unjustified** depending on the reason for the student being away from school. Some examples of these types of leave are:

JUSTIFIED ABSENCE:

- Illness/medical reasons
- Bereavement leave
- Extreme weather conditions
- Public transport breakdown

UNJUSTIFIED ABSENCE:

- Family appointments
- Visiting relatives
- Overseas travel
- Truancy

HOW DO I CHECK MY CHILD'S ATTENDANCE RECORD?

- Log in to Family Connection (FACTS)
<https://spider.avcol.school.nz>
or via our website
www.avcol.school.nz/parents
- Click on **Student Information**
- Select the **Attendance** tab on the left hand side.

For assistance with Family Connection email: familyconnectionsupport@avcol.school.nz

REPORTING AN ABSENCE FROM SCHOOL

It's important to let the school know if your child will be absent. This helps us keep track of where they are and lets teachers know if they'll need extra work to catch up. Please notify the school as soon as possible if your child is absent. You can report their absence in several ways:

1. E-FORM

Log in to Family Connection (FACTS) and send an **Absence Notification** via the **Available E-Forms** menu located at the top left.

2. EMAIL

absences@avcol.school.nz Please state your child's name, year level, home room and reason for absence.

3. TELEPHONE

You can call the absence line on **09 820 1071**. Leave your child's name, year level, home room, and the reason for their absence. Don't forget to send a signed note to the Home Room teacher when your child returns.

4. RESPOND TO ABSENCE TEXT

If we send a text because your child is absent at the start of the day, please reply with the reason by 3:00 pm.

OTHER ATTENDANCE INFORMATION

If your child needs to leave or arrive during school hours, they must sign in or out at the Attendance Station. Please send a signed and dated note with your child explaining why they're leaving or arriving late.

NOTES

If you need to send a note about your child, it should come from the person listed as their parent, caregiver, or emergency contact. The note should include:

- Your child's name
- Year level and Home Room teacher's name and code
- The relevant dates the note is for
- Your contact number
- Your signature

COMMUNICATION

It's important that we have up-to-date contact details for parents, caregivers, and emergency contacts. To update any info, please email the Data Team at datateam@avcol.school.nz.

LATENESS

If your child is not in their Home Room by 8:55 am, they are late. They should still come to school, even if they arrive late. If they arrive during Home Room, they can go straight to class. If they arrive after Home Room, they need to sign in at the attendance station and get a late pass to show the teacher.

EARLY DEPARTURES

If your child needs to leave school early, please send a note or let the Attendance Station know in advance. If you haven't notified the school, your child will need to speak to a Dean and we'll call you before they can leave.

APPOINTMENTS

Whenever possible, please try to schedule appointments for your child outside of school hours.

EXTENDED LEAVE

If your child will be away from school for a longer period (like for an overseas trip), please send a written request to the Principal with the dates they'll be away and when they'll return.

SPECIAL CIRCUMSTANCES

We understand that every student's situation is unique. If there's something preventing your child from attending school, please reach out to their Home Room Teacher or Dean for support.

ABSENCE FOLLOW-UP

If your child is absent for a long time or we haven't received an explanation, we'll contact you to follow up.

Clear communication between school and home helps support your child's attendance, wellbeing, and learning.

"If they arrive during Home Room, they can go straight to class. If they arrive after Home Room, they need to sign in at the Attendance Station"